

OTF SERVICES FOR THE INSTRUCTOR

OTF SUPPORT STAFF

Visual aids (films only)

- production of training films/slides
- procurement/storage of commercial/government films
- projection facilities of all types

Audio aids

- tape recordings of lectures
- procurement/storage of tapes
- audio facilities of all types

Closed circuit TV

Graphics

- advisement as to types
- production of all types

Reproduction facilities

**Channels for obtaining guest speakers (from outside Agency)---
security approval**

Intellofax runs

OTF REGISTAR STAFF

Training publications

- editorial assistance
- control of dissemination

Internal training

- schedules
- admissions
- prerequisites
- accreditation
- evaluation forms--dissemination
- records
- reports required

External training

- catalogues
- approved facilities and programs
- procedures and criteria for applying

Component training (accreditation of courses reports)

OTF Training Officer

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OTR LIBRARY (an OTR Branch Library)*

Reference

information—bibliographies

Circulation

loans—inter-library loans

Selection and Acquisitions

Training Branch Library Book Collection

OTR book acquisition

OTR support

25X1A6a

—JOT—Document scanning and distribution

Special Research Aids Available

MIS collection

OCI handbooks

New York Times

Government documents file

USIB document file

Book and periodical indexes

*See also the IAS Library for language and area publications.

OTR PLANS AND POLICY STAFF

Educational Specialist

Consultation on all aspects of training including:

Audio-visual education

Course and curricula planning and organization

Instructional methods and techniques

Student, instructor, and course training materials

Evaluation of student and instructor effectiveness

Evaluation of course effectiveness

Monitoring of training courses with suggestions for improvement

Education Committee

Training problems common to all or most OTR schools and programs

Liaison with other Agency components

Policy and planning guidance

Staff studies and surveys as a function and guide to planning

OTR ASSESSMENT AND EVALUATION STAFF

Testing capabilities—batteries

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Assessment of individuals
job assignments
criterion to enter training courses

Psychological services

Consultation on evaluation and testing methods and procedures

Test and assessment evaluation

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